

Asbestos Liability Sampling Form

IMPORTANT: PLEASE READ THE STEP-BY-STEP INSTRUCTIONS BEFORE COMPLETING THIS FORM!

SECTION 1: GENERAL INFORMATION

1. Bureau:		3. Park Unit (for NPS only)	
2. Sample Number:		4. Region (for BOR only)	

SECTION 2: ASSET INFORMATION

5. Real Property Unique ID:		10. Construction Completion Date:	
6. FBMS Business Entity:		11. Gross Square Footage:	
7. FBMS Asset Number:		12. Legal Interest:	
8. DOI Asset Code / Main Usage Type:		13. User Status:	
9. FBMS Bldg. Description:		14. Is this asset exempt? Y/N. If "Y" Exemption #:	

SECTION 3: ASBESTOS SURVEY INFORMATION

Asbestos Survey Question	Yes	No	N/A
15. Was an Asbestos Survey conducted? If YES, provide a copy of the asbestos survey.			
16. If survey conducted, is asbestos present?			
17. Has the building been COMPLETELY (100%) renovated and no asbestos remains? If YES, provide contractor's final report.			

SECTION 4: DOCUMENTATION NEEDED

Data Element	Yes	No	Description of Documentation Provided (e.g., as-built drawing, photograph, condition assessment report, etc.)
18. DOI Asset Code / Main Usage Type			
19. Building Gross Square Footage			
20. User Status			
21. Legal Interest			
22. Construction Completion Date			

SECTION 5: CERTIFICATION – Required if documentation is NOT provided for any data element in SECTION 4 or if the documentation submitted is different from FBMS.

23. We have examined all of our physical records and have determined that no documentation is available or accessible for those data elements checked "No" in SECTION 4. To the best of our knowledge, the asset information provided on this form is correct as it relates to the asset listed above. Signature and date of signature of certifying individual (e.g., Field Station Manager, Superintendent) are required.

Name	Title	Signature	Date
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SECTION 6: DOCUMENTATION OF RESPONSIBLE OFFICIALS RESPONDING TO THIS DATACALL

24. Name/Title/Signature of person who completed the sample	Date	Telephone/e-mail
25. Name/Title/Signature of person who reviewed the sample for accuracy and completeness	Date	Telephone/e-mail

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE ASBESTOS LIABILITY SAMPLING FORM
The number references in the instructions correspond to the field numbers on the form

Please provide a response to each field on a form and indicate with “N/A” where it’s not applicable.

SECTION 1: GENERAL INFORMATION

1. **Bureau** - Bureau responding to this data call.
2. **Sample Number** - Sample reference number provided on the sample list.
3. **Park Unit** - For NPS only, park where the sampled asset is located.
4. **Region** - For BOR only, region where the sampled asset is located.

SECTION 2: ASSET INFORMATION – information about the sampled asset.

5. **Real Property Unique ID** - This information is available in bureau’s asset management system (e.g. MAXIMO) and in FBMS.
6. **FBMS Business Entity** – This information is available in FBMS.
7. **FBMS Asset Number** – This information is available in FBMS.
8. **DOI Asset Code or Main Usage Type** – The DOI Asset Code provides information on whether the asset is a building (code starts with “35”) or a structure (code starts with “40”). The DOI Asset Code is important because some of the structures at the DOI Asset Code level where the building material is not likely to contain asbestos are exempt from the asbestos liability.
9. **FBMS Building Description** – Description of the asset in FBMS.
10. **Construction Complete Date** – The date that the asset was built. The year determines whether the higher cost factor (per-1980) or the lower cost factor (1980 and later) is applied to the total gross square footage of the asset to determine the asbestos liability.
11. **Gross Square Footage** – Gross square footage of the asset. The asbestos liability is determined by multiplying the appropriate cost factor by the total gross square footage.
12. **Legal Interest** – Legal ownership of the asset. FBMS contains the following types of legal interest: **G** (DOI Owned), **L**(Leased), **S**(State Government Owned), **F**(Foreign Government Owned), **M**(Museum Trust); **T**(Tribally Owned), **W**(Withdrawn Land), **X**(GSA Provided), **Y**(Other Agency Owned), and **Z**(Grant/Cooperative Agreement).
13. **User Status** – the status of the asset usage. FBMS contains the following types of user status: **A**(Active), **I**(Inactive), **E**(Excess), **D**(Disposed), and **AUC**(Asset Under Construction).
14. **Is this asset exempt?** – The Department’s asbestos estimation methodology exempts a certain assets from the liability. The following are the types of exemption. Enter the appropriate Exemption # in Box 14 on the form if the asset meets one of the following exemptions:
 - a. **Exemption #1:** Assets with a Legal Interest other than “G” are not included in the asbestos liability.
 - b. **Exemption #2:** Assets with a user status of “D” or “AUC” are not included in the asbestos liability.
 - c. **Exemption #3:** Assets with DOI Asset Codes that do not begin with a “35” or “40” are not included in the asbestos liability.
 - d. **Exemption #4:** Assets with DOI Asset Codes that are included in DOI’s Approved

Exemption List as of May 2014 are not included in the asbestos liability.

- e. **Exemption #5:** A Y/N field in FBMS for “Asbestos Present” where indicator of “N” indicates a survey was completed to confirm the absence of asbestos and not included in the asbestos liability.
- f. **Exemption #6:** Assets with the “Renovation Complete” field checked in FBMS are not included in the asbestos liability.
- g. **Exemption #7:** Current programming in FBMS allows only assets with the system status as “released” to appear on the FBMS asbestos liability report. Typically, this system status is coded as “REL-CRTE”. There are, however, some released system statuses which may not be required to be reported as part of the asbestos liability. Bureaus are instructed to review their quarterly asbestos report and identify any assets with a system status that might need to be removed from their liability manually. These include: REL-AALK-DLFL-CRTE (released, account assignment lock set, deletion flag set) and REL-DLFL-CRTE (released, deletion flag set).

SECTION 3: ASBESTOS SURVEY INFORMATION – A “Yes” response to 15 or 17 requires documentation to be submitted. Refer to Appendix A for acceptable documentation.

- 15. **Was an Asbestos survey conducted? If “Yes”, provide a copy of the asbestos survey –** Indicate whether an asbestos survey was performed to determine the presence, quantity, condition, and location of asbestos containing building materials for the purpose of designing and implementing an abatement plan. The hazardous building materials are to be abated in order to comply with federal, state, and local environmental/safety laws and regulations prior to the start of any renovation or demolition activities. Indicate “Yes” **only** when there is documentation available to support that the survey has been performed. Bureaus should also submit this documentation to the Office of Environmental Policy and Compliance (OEPD) to be included in the cost factor database. Select “No” if documentation is not available to support that the survey has been performed.
- 16. **If survey conducted, was asbestos Present?** – Indicate whether asbestos was found in the survey. A “No” response indicates a survey was completed to confirm the absence of asbestos. Indicate “N/A” if a survey was not performed or the asset is exempt from the asbestos liability.
- 17. **Has the building been COMPLETELY (100%) renovated and no asbestos remains? If “YES”, provide contractor’s final report –** Indicate “Yes” only when the asset with asbestos containing building material has been completely renovated and no additional cost related to asbestos cleanup will be incurred at asset disposal. The contractor’s final report must be available to support a “Yes” response. Do NOT indicate “Yes” if the asset is partially renovated or the contractor’s report is not available.

SECTION 4: DOCUMENTATION NEEDED – Documentation to be submitted to support information in SECTION 2. Refer to Appendix A for a list of authoritative sources and other acceptable documentation. If documentation is not available or not provided for the following, bureaus MUST complete SECTION 5.

- 18. **DOI Asset Code/Main Usage Type –** Indicate whether documentation is provided to support the DOI Asset Code/Main Usage Type in SECTION 2. Also describe the documentation provided.
- 19. **Building Gross Square Footage -** Indicate whether documentation is provided to support the Building Gross Square Footage in SECTION 2. Also describe the documentation provided.
- 20. **User Status -** Indicate whether documentation is provided to support the User Status in SECTION 2. Also describe the documentation provided.

- 21. Legal Interest** - Indicate whether documentation is provided to support the Legal Interest in SECTION 2. Also describe the documentation provided.
- 22. Construction Completion Date** - Indicate whether documentation is provided to support the Construction Completion Date in SECTION 2. Also describe the documentation provided.

SECTION 5: CERTIFICATION – Required if documentation is NOT provided for any data element in SECTION 4 or if the documentation submitted is different from FBMS.

- 23.** If, after exhaustive search, bureaus cannot locate authoritative documentation for at least one of the data fields in SECTION 4, bureaus can complete SECTION 5 to certify that the information provided on the Asbestos Liability Sampling Form is correct.

SECTION 6: DOCUMENTATION OF RESPONDING OFFICIALS RESPONDING TO THIS DATA CALL

- 24.** Provide the name, title, signature, signature date, and contact information of official who completed the sample.
- 25.** Provide the name, title, signature, signature date, and contact information of official who reviewed the sample for accuracy and completeness.

APPENDIX A – ACCEPTABLE SUPPORTING DOCUMENTATION

Generally, supporting documentation may be found in the official real property master file, the real property acquisition file, the financial records for real property, field station comprehensive planning documents or other appropriate sources. The official real property master file and field station comprehensive planning documents include basic documentation that supports the cost, DOI asset type, the date the asset was placed into service, the asset's useful life, subsequent acquisition, addition or betterment, disposal or transfer, etc. The real property acquisition file may include title papers, method of acquisition, site maps and surveys, blueprints, construction photographs, inspection reports, maintenance records, and more. The financial records that may have been retained for real property may include purchase documents such as an invoice and settlement agreement that will support the legal interest and construction completion date.

The evaluation of the data used in estimating the asbestos liability involves examining the supporting documentation for information in FBMS. The term documentation (or supporting documentation) is referring to valid and relevant evidence. Evidence may be quantitative or qualitative; it may be objective or subjective; it may be absolutely compelling or be only mildly persuasive. Taken together, the goal is to have sufficient evidence that supports the eight critical data elements reported in the system. In general, the most reliable evidence is documentation that is externally generated and externally distributed (or circulated). An example would be a deed prepared by the seller's attorney, reviewed by a title company, and recorded with the local government. In this example the documentation is generated or prepared outside the organization, widely distributed and examined by third parties. Other less reliable but acceptable evidence may be documentation prepared internally and not reviewed or examined by another party.

Table of Acceptable Supporting Documentation

For each of the critical data elements, the list below identifies authoritative sources and other acceptable documentation, not in order of reliability or acceptability. In most cases, supporting documentation as shown below, or as determined by the Regional Chief Financial Officer and Accountable Property Officer to be equivalent to or greater evidence of data validity, is expected.

Attributes	Authoritative Source	Other Acceptable Documentation
Asbestos Present – the estimation methodology assumes there is asbestos present. Only provide information for this element if a survey was conducted and no evidence of asbestos was found.	Asbestos-Containing Material (ACM) survey	Provide survey from an independent, qualified contractor that states no evidence of asbestos.
Asbestos Survey – only provide material for this element if an asbestos survey has been conducted.	Asbestos-Containing Material (ACM) survey	If survey conducted and asbestos found then provide the abatement cost estimate (by an independent, qualified contractor)

Construction Completion Date (year built) [This field is only relevant for buildings. Supporting documentation needs only to clearly distinguish whether buildings were built before or after 1980.]	Land acquisition appraisal or other real property acquisition file records	Historic photographs or documents, news articles, annual work planning documents or field station comprehensive planning documents.
	Title or deed	Technical drawings
	Contract for construction	List of classified structures documentation (for historic structures)
	Transfer of property documents (from other agencies)	Asbestos or other survey completed by contractor
	Legal documents filed in public records	Architectural, facilities, or engineering inventory, condition assessment or evaluation report.
		Other internet documentation (if reliable)
		Property cards
		Statement from subject matter expert or field station manager (e.g., Superintendent's memo)
DOI Asset Code/Main Usage Type - the asset code provides information on whether the asset is a building (code starts with 35") or a structure (code starts with "40"). This field is only relevant to determine if the asset is exempt (e.g., earthen dam) or non-exempt (e.g., a building). Also the DOI Asset Code will determine whether the cost factor or the average survey cost is applied to determine the asbestos liability.	Real property file records	Photo with information that identifies the unique asset.
	Architectural, facility manager, safety or OSHA compliance officer, fire safety inspector, or engineering inventory, condition assessment, safety inspection or evaluation report.	List of classified structures documentation (for historic structures)
	Federal Highway's Road Inventory Program (RIP) documentation.	
	Construction or rehabilitation plans stating current National Fire Protection Code Occupational Classification.	Statement from subject matter expert or field station manager (e.g., Superintendent's memo) may be obtained.

Legal Interest (Legal Status)	Land acquisition appraisal or other realty records	For certain bureaus, Public Law (organic act or enabling legislation) decrees that all buildings within a unit boundary are assumed to be government owned.
	Title or deed	To support an exemption for a leased facility, a copy of the lease (or correspondence with the lessor).
	Contract for construction	Architectural, facility manager, or engineering inventory, condition assessment or evaluation report.
	Transfer-of-property documents (from other agencies)	Statement from subject matter expert or field station manager (e.g., Superintendent's memo) may be obtained.
Renovation Complete – if “yes” provide documentation that supports the renovation included removal of any asbestos.	Contractor’s final report	Construction documents and/or contract
Square Footage [This field is only relevant for buildings.]	Technical drawings	
	Asbestos survey	Satellite photography (e.g., Google Earth with estimated square footage).
	List of classified structures documentation (for historic structures)	Photo with scale reference to estimate square footage
	Architectural, facility manager, safety or OSHA official, or engineering inventory, condition assessment or evaluation report.	Statement from subject matter expert or field station manager (e.g., Superintendent's memo)
User Status	Disposal record (to support exemption)	Photo taken in the current fiscal year with information that identifies the unique asset.
	Comprehensive/General Management Plan or local asset business plans	Statement from subject matter expert or field station manager (e.g., Superintendent's memo) may be obtained.

	Architectural, facility manager, or engineering inventory, condition assessment or evaluation report.	If exempt, proper documentation (for disposing property, plant, and equipment)